



*Parks, Recreation and
Neighborhood Services*

APPLICATIONS

The first step is to complete a Field Use Application. It is important that you understand that completing an application is not a guarantee that a reservation will be issued. Only when all items requested have been completed and approvals granted will a permit be issued. Please complete the application as thoroughly as possible. Information omitted from the application delays the reservation process. In order to be eligible to reserve any field or sport facilities, the applicant must be a resident of the City of San Jose. Proof of residency is required.

1. Applications must be made a minimum of twenty (20) business days prior to the desired date of use. Applications submitted after this time are subject to additional processing fees.
2. Applications may be submitted:
 - a. With a check via mail.
 - b. In person at the City of San Jose's Field Reservations Unit. Cash, check, or credit cards may be used. The Field Reservations Unit is open Monday through Friday from 10am – Noon and 2pm – 4pm for drop in registration.
 - c. Fax reservations will only be accepted with a credit card number.
 - d. Telephone Reservations will not be accepted.
3. Checks must be made out to "City of San Jose."
4. Credit card payments will be accepted with a signature of the cardholder on file.
5. You may call 408-369-3907 to check field availability.
6. All applicants must be at least 18 years of age or older and must be present throughout the entire use of the rental.
7. The application fee is due at the time the reservation is requested. No application will be processed without the application fee.
8. Upon completion of your application, it will be reviewed by Field Reservations Staff. If the date and field are available, a Tentative Reservation and a detailed bill will be mailed within 10 business days to the person submitting the application.
9. Full rental fees, applicable deposits, and proof of insurance are due 5 business days after the Tentative Reservation is made.
10. The Field Use Permit will be issued after fees and proof of insurance have been provided. The Tentative Reservation will be cancelled if fees and proof of insurance are not provided within 5 business days of the Tentative Reservation.
11. Applicants paying fees less than thirty (30) days in advance must pay by

Field Use Policy & User Guidelines for Reserving Sporting Fields/Courts

cash, Cashier's check, Visa, or MasterCard. Personal or business checks will not be accepted less than 30 days prior to intended use.

No events may be scheduled before 9:00am or past dusk, with the exception of lighted softball fields that may be scheduled no later than 10:00pm. The time stated on your application should be the actual time you wish to gain entry to the field and the time you anticipate being cleaned-up and gone.

Some uses may require that the applicant obtain a Certificate of Insurance or hire City of San Jose Police Security. These requirements will be noted on the Facility Reservation Contract and must be provided 30 days prior to the use of the field. If requirements are not met five days after the tentative reservation, the Facility Reservation Contract will be cancelled.

Applications are not confirmed until the applicant receives the *Field Use Permit*. Absolutely no publicity or invitations should be distributed until the applicant receives official confirmation.

A separate Application and Application Fee must be submitted for each park. Multiple fields at the same park will be considered one reservation for the Application Fee only. Separate fees must be paid for each field used, even if located at the same park.

USER PRIORITY

Reservations will be taken on a first come first serve basis and will be considered for all reservations according to the following priority:

1. Programs conducted by the Parks, Recreation and Neighborhood Services Department.
2. Programs conducted by other City of San Jose Departments.
3. Programs conducted by or for youth, senior citizens, or the disabled.
4. Programs conducted for adults.

Applications are not automatically renewed. Time slots and park sites are not guaranteed from one year to the next without the appropriate paperwork being submitted.

WHEN TO APPLY

1. Long Term Reservations (defined as 2 days or more of use) will be accepted twice a year.
 - a. Reservations for Spring/Summer (March – August) will be accepted after January 1st.
 - b. Reservations for Fall/Winter (September – February) will be accepted after July 1st.
 - c. Applications received prior to these dates will be returned to the applicant.
2. Single day use reservations may be filed up to six months in advance of the desired date.
3. Reservations for programs conducted by the City of San Jose Parks, Recreation and Neighborhood Services Department will be accepted up to one year in advance.

CANCELLATION/REFUNDS

The City's cancellation policy has been developed to discourage the last minute cancellation of events. A primary goal of the Field Reservations Unit is to offer low-cost sports field or court use for organized groups. If a cancellation is received on short notice, the City's ability to re-rent the facility is severely limited. The cancellation/refund policy is therefore structured to offer the greatest refund in instances where the City has the highest probability of re-renting the field.

1. In the event that a cancellation of a confirmed reservation is necessary, it is the applicant's responsibility to provide immediate written notification of such intent to cancel use. City staff will not be held responsible for cancellations made by telephone. The earlier the notice is provided, the greater the refund of use fees.
2. Cancellations will only be accepted from the applicant (the person who signed the reservation application), not from anyone else acting on their behalf. This policy is designed to prevent the unauthorized cancellation of an event.
3. Cancellation fees will be charged on the following basis:
 - a. 30 days or more prior to the start of use: 25% of fee or \$25.00, whichever is less.

- b. Fewer than 30 days prior to start of use: 50% of fee or \$50.00 whichever is less.
- c. There is a \$10.00 fee any time a reservation is changed.
- 4. The City of San Jose reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interests of the customers, the City of San Jose, and all concerned. In such cases, the City will provide a full refund of all fees and deposits paid. Every effort will be made to notify user of a cancellation at the earliest possible date.
- 5. Refunds will not be issued for inclement weather.

LIABILITY/INSURANCE

- 1. Liability insurance holding the City of San Jose harmless is required for all Long Term Reservations and Tournaments.
- 2. The applicant will be responsible for any and all damage to the City's premises, equipment, and property. If after an activity, additional janitorial maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly.
- 3. The applicant will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees.
- 4. The individual or organization granted use is responsible for reimbursing the City for any loss or damage to property caused by such use.
- 5. The City has the right to revoke any permit(s) issued due to the group causing damage to the field by inappropriate behavior or activities caused by the group's use of the field.

SECURITY

Any group numbering over 100 individuals and/or depending upon the event's magnitude must make arrangements with the Field Reservation Unit for a Reserve Police Officer to be in attendance. The Reserve Police Officer will be paid current wages by the permit holder. This payment (cash or money order) must be paid directly to the Reserve Police Officer at the start of the event. The Reserve Police Officer must be on duty ½ hour prior to and ½ hour after the rental. Arrange for Reserve Police Officers at least 60 days prior to event. Permits will not be issued until the Officers are reserved.

WINTER SCHEDULE/RAIN DAYS/WET FIELDS

- 1. All sport fields in the City of San Jose are closed to adult usage during the months of December through February to allow the fields to rejuvenate.
- 2. On rain days, our staff will check field conditions and make a decision on use for that day by 2:00pm Monday to Friday or by 8:00am on Saturday and Sunday.
- 3. Applicants should call the Field Conditions Hotline, 408-879-9977 extension 125, to confirm the status of the fields. The hotline will be updated as conditions change.
- 4. If a footstep leaves an impression in the turf or if the sod is removed easily with a cleat, this is considered a wet field.
- 5. Knowledge of a group playing on and damaging turf will result in the immediate cancellation of that permit. No refund will be granted.
- 6. Refunds will not be issued for inclement weather.

RESTROOMS

Some parks do not have restrooms available. If you are renting a field at one of those parks, you may need to rent portable facilities depending on the size and type of event. The Field Reservations Unit will make those arrangements for you. Restroom Reservations must be made a minimum of twenty (20) business days prior to the desired date of use. Fees will be charged accordingly.

GENERAL RULES AND REGULATIONS

The Director of Parks, Recreation and Neighborhood Services or an authorized representative retains the right to set conditions and requirements suitable to safe, reasonable, and orderly use of the Park (San Jose Municipal Code, Section 4402.1). A Permit may be revoked for cause (Park Ordinance Section 13.44.20).

- 1. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.
- 2. The misuse of the Field, failure to conform with field regulations, or any other Federal, State or Local law, rule, regulation, or ordinance shall be

- sufficient reason for immediate termination of permit. No refund will be granted.
3. Permittees are only to use those fields specifically designated on the Field Use Permit. There may be another group following yours, so it is essential that the field is vacated by the scheduled ending time.
 4. If San Jose residency is falsified, all fees and field reservations will be forfeited and future permits will not be issued for the period of 1 year.
 5. Gambling on the Park premises is prohibited. Gambling shall be defined as any game of skill, chance, or raffle, played with cards or any other device for money or any other representative item of value.
 6. Vendors selling food or other items may be subject to an additional fee for the right to conduct sales on public property. Vendors must adhere to all State, County, and City health requirements. The Field Reservations Coordinator will help coordinate this contract. Sales of any kind must be approved in writing by the Director of Parks, Recreation, and Neighborhood Services at least 90 days prior to use. The City requires a percentage of gross sales.
 7. A 5% admission tax is required for all events charging an admission fee.
 8. No amplified sound is permitted in any park without an Amplified Equipment Permit (San Jose Municipal Code Section 10.16.030). To obtain an Amplified Equipment Permit, please contact the Special Park Use Coordinator at 408-277-4191.
 9. City of San Jose staff shall have the right to enter all fields at any time during any and all use for observation of activities.
 10. The City of San Jose reserves the right to revoke or suspend the right to make a reservation as a means of a disciplinary action.
 11. Permits/reservations cannot be transferred, assigned, or sublet.
 12. If extra garbage cans are required for your event, you can rent additional cans through the Department of Transportation for a fee or you may purchase your own.
 13. The following are not allowed in any City of San Jose Park:
 - a. Alcohol
 - b. Portable lights
 - c. Portable barbecues
 - d. Use of any chemicals on the field or turf
 - e. Decorations may not be tied, stapled, etc. to plants or structures
 - f. Egg toss or water balloon games
 - g. Helium balloons of any type, due to flight path of local airports (article 2.4, section 21650.1, Airport Manual)
 14. No vehicles are to be driven or parked on Park property, except under strict

staff supervision. Any unauthorized vehicle on park property will be cited and towed.

15. No advertising shall be exhibited without the written permission of the Director of Parks, Recreation, and Neighborhood Services. Request shall be directed, in writing, to the Director of Parks, Recreation, and Neighborhood Services at least 90 days prior to the date of use.
16. City of San Jose staff shall regulate or prohibit such activity or use, which in his/her judgment is determined to be of a hazardous nature or is potentially dangerous or damaging to property or is not in the best interests of the citizens of the City of San Jose.
17. The City Council shall have the authority to waive or modify these rules at their discretion. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature. Request for waiver of any stated rule shall be directed, in writing, to the Director of Parks, Recreation, and Neighborhood Services at least 90 days prior to the date of use.
18. The City reserves the right to amend fees and charges as deemed necessary. Previously approved reservations will not be affected by new rates.
19. The Department of Parks, Recreation, and Neighborhood Services is not responsible for accident, injury, or loss of individual property.
20. Rental policies and rates are subject to change. This Field Use Policy superseded any policy now in effect and will take effect starting November 1, 2001.

FEES & CHARGES

(effective July 1, 2001 – June 30, 2002)

All fees and charges are based on operational and administrative costs, preparation and set-up time, staff time, custodial clean-up, and equipment replacement costs. The fees are established by the City of San Jose City Council and are reviewed on an annual basis. The fees and charges set forth here are not negotiable. City staff does not have the authority to waive or reduce fees. Request for fee waivers shall be directed, in writing, to the Director of Parks, Recreation, and Neighborhood Services at least 90 days prior to the date of use, with a copy of the Tentative Field Reservation. A minimum payment of the application fee is due at the time the reservation is submitted to hold the date and field. The minimum rental time is 2 hours.

Types of Groups:

Category I

1. Government agencies other than the City of San Jose
2. Youth, senior, or disabled service organizations regardless of whether organization has obtained its Federal and State tax-exempt status.
3. Non-profit organizations meeting the following criteria:
 - A. The activity or use to be scheduled will be open to the public regardless of membership in the organization
 - B. No fees will be charged for participation in the activity.
 - C. The organization has obtained Federal and State tax-exempt status

Category II

1. Individuals
2. Organizations or entities unable to meet the criteria for inclusion in Category I.

Application Fee:

All applicants are subject to a non-refundable \$25 application fee. This fee is designed to cover administrative time required to process your use, and schedule needed staff.

Field/Court Fees:

1. The fees for reservation of turf areas for soccer/football/rugby or other turf sports with field lined and/or goals installed by the City
 - a. Category I \$2.00 per hour
 - b. Category II \$10.00 per hour
 - c. For Sunday reservations, there will be an additional \$3.00 per hour charge for staff services for one field, or an additional \$5.00 per hour charge for more than one field.
2. The fees for reservation of turf areas for soccer/football/rugby or other turf sports (casual fields or practice areas; no goals, no lines marked) shall be as follows:
 - a. Category I \$1.00 per hour
 - b. Category II \$6.00 per hour
3. The fees for reservation of a non-lighted softball/baseball diamonds shall be as follows:
 - a. Category I \$1.00 per hour
 - b. Category II \$8.00 per hour
4. The fees for reservation of lighted softball/baseball diamonds during any time of day shall be as follows:
 - a. Category I \$9.00 per hour

- b. Category II \$28.00 per hour

5. The charges for preparation of fields shall be set forth in this Section. The preparation work shall be at the option of the permittee.
 - a. Baseball/Softball
 - i. \$30.00 per field for one field
 - ii. \$50.00 for two fields
 - iii. \$10.00 for each additional field
 - b. Soccer/Rugby \$120.00 per field
6. The fees and charges for use of City's fields and sports facilities for tournament purposes shall be as follows:
 - a. Softball/Baseball Fields (2 fields, 2 days, no lights)
 - i. Category I \$200.00 per tournament
 1. Additional Fields \$100.00 for each
 - ii. Category II \$100.00 per tournament
 1. Additional fields \$150.00 for each
 - b. Court Sports (Volleyball, basketball)
 - i. 2 courts, 1 day \$250.00 per tournament
 - ii. Additional court(s) or day \$100.00 each additional
 - c. Refundable Damage Deposits
 - i. Field Sports \$100.00 per field
 - ii. Court Sports \$100.00 per court
7. Tennis Courts- Unlighted
 - a. Category I
 - i. Up to 4 hours \$2.00 per court per use
 - ii. Over 4 hours \$5.00 per court per use
 - b. Category II
 - i. Up to 4 hours \$10.00 per court per use
 - ii. Over 4 hours \$15.00 per court per use
8. Tennis Courts- Lighted
 - a. Category I
 - i. Up to 4 hours \$5.00 per court per use
 - ii. Over 4 hours \$15.00 per court per use
 - b. Category II
 - i. Up to 4 hours \$15.00 per court per use
 - ii. Over 4 hours \$20.00 per court per use
9. Lighting charge Tennis Courts \$5.00 per hour

Additional Charges:

1. Any change in time or date(s) of use made to a Reservation is subject to an additional \$10.00 processing fee. All requests for time or date changes must

- be made in writing.
2. Uses which extend beyond the scheduled time will be charged, for all time the field is occupied, at a rate of \$75 per hour. This amount will be deducted from any refund of the damage deposit.
 3. Reservations for official City holidays are subject to additional fees to cover staff holiday pay (1-1/2 times the normal rate), and will not be confirmed until staff is secured.
 4. Equipment can be rented at the discretion of the Field Reservation Unit.
 5. A \$30.00 service charge will be made for all returned checks.
 6. Late application fee:
 - a. Small scale event \$100.00 per application
 - b. Large scale event \$300.00 per application
 7. Clean-up or damage charge Amount of actual cost
 8. Additional City staff as needed Amount of actual cost
 9. Garbage cans Amount of actual cost
 10. Portable restrooms Amount of actual cost

Deposits

The amount of the cleaning/damage/security deposit is dependent upon the size and length of event. Refunds of the deposit will be based on the following:

1. The City reserves the right to deduct from the deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.
2. Deposits may be fully or partially withheld for any of the following reasons:
 - a. Facility use fees for time used in excess of that reserved/scheduled.
 - b. Damage to field or equipment.
 - c. Misuse of the Park or Field.
 - d. Inadequate clean-up by permittee, requiring additional custodial time/ services after your use.
3. If additional fees due exceed the amount of the deposit, the permittee will be billed for the balance. Payment will be due within 5 business days of date of invoice.
4. Deposits, less any applicable additional charges, will be processed through the City of San Jose's Finance Department and returned to the permittee by mail within 4-6 weeks of the end date of the permit.
5. It is the permittee's responsibility to notify the Field Reservation Unit of any address or telephone changes, so we can mail the refund to the correct address.